

ensure that entities involved in the program perform work of acceptable quality in compliance with work specifications, applicable industry standards, and applicable federal/state/local regulations.

C. PROGRAM LEVERAGING AND LONGEVITY

I. LEVERAGING OTHER RESOURCES

Describe how your program will identify and incorporate additional community and private sector resources that can be combined with the Settlement fund program resources to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support.

II. LONGEVITY STRATEGY

Describe how your program will build partnerships and other funding streams to ensure sustainability of the program activities past the 36 month period of performance. Describe how your program will continue to build and sustain community capacity for the continuation of your project.

4. BUDGET

Information about the applicant's proposed budget should be included in a budget narrative, which is separate from the application narrative. This section of the Guidance describes the information that should be addressed in the budget narrative. Separate narrative justification must be submitted for your organization, and if applicable, for each partner that is submitting a separate budget or that will receive 10 percent (10%) or more of the award amount for energy efficiency activities.

You will be evaluated on the extent to which your narrative justifies the allocation of funds among successfully completed tasks and your partners, in support of the scope of the proposed project. In particular, your narrative should describe how you will keep costs under tight control.

A. BUDGET ESTIMATE OF COSTS

You must thoroughly estimate all applicable costs, including direct, administrative and indirect expenses, and present them in a clear and coherent format. In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your

organization, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project. The following budget information should be included:

- A separate budget using the attached Detailed Budget Worksheet
- Clear budget narrative details on administrative costs, staffing costs, and if applicable, details on which costs are included and not included in the direct energy efficiency cost requirement.
- Funding or cash equivalent amounts being provided as leveraged resources, if applicable.

I. ALLOWABLE COSTS

Energy Efficiency costs are direct costs specifically related to the performance of energy efficiency activities. This includes program marketing costs. When preparing the budget, you must document the total percentage of direct costs requested for the program that is dedicated specifically for energy efficiency activities.

B. ADMINISTRATIVE COSTS

Administrative costs must be reflected under the appropriate line items and a detailed cost element breakdown in the budget narrative must be provided. You must include any indirect costs, as well as those administrative costs that are in the direct cost category, plus any administrative costs of sub recipient organizations.

There are two categories of administrative costs: direct administrative costs and indirect administrative costs.

I. DIRECT ADMINISTRATIVE COSTS

Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration). Such costs include, but are not necessarily limited to, expenditures for:

Salaries, wages, fringe benefits, and related costs of the recipient's staff engaged in program administration that can be specifically identified with the grant. In charging costs to this category the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary program responsibilities involve program administration assignments, or the pro rata share of

the salary, wages, and related costs of each person whose job includes any program administration activities. The recipient may use only one of these methods during the grant period. Program administration includes, but is not limited to, the following types of activities:

- Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education or outreach for energy efficiency programs;
- Preparing program budgets and schedules, and amendments thereto;
- Developing systems for assuring compliance with program requirements, or developing information systems to enhance the delivery, analysis, or conduct of energy efficiency activities;
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements, except for on-site monitoring of energy efficiency measures;
- Preparing reports and other documents related to the program;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives; and
- Travel costs incurred for official business in general program administration that can be specifically identified with the grant program;
- Transportation costs incurred for general program administration that can be specifically identified with the grant program;
- Equipment, supplies (especially office supplies), and materials used for program administration that can be specifically identified with the grant program;
- Certification and licensing costs required for program administration responsibilities.

II. INDIRECT ADMINISTRATIVE COSTS

Indirect facilities and administrative (F&A) costs are, by nature, administrative and represent the expenses of doing business that are not readily identified exclusively with a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These types of costs are often referred to as “overhead costs.”

C. FUNDING RESTRICTIONS

The following items represent restrictions to the use of Settlement funds.

I. INELIGIBLE COSTS AND ACTIVITIES

You may not use grant funds for any of the following activities:

- Purchase of real estate property;
- Demolition of housing units or detached buildings.

II. REPLACING EXISTING RESOURCES

Funds received under the grant programs covered under this Guidance must not be used to replace existing community resources dedicated to any on-going project.

D. ENERGY EFFICIENCY INCENTIVES STRATEGY (GRANTS, DEFERRED/ FORGIVABLE LOANS, 0% INTEREST LOANS, LOW INTEREST LOANS, ETC.)

Discuss your energy efficiency incentive strategy (i.e., the type of assistance – individual client grants, deferred/forgivable loans, etc.). This should include verification of income eligibility requirements, terms, conditions, dollar limits, amounts available for energy efficiency work. Please note that energy efficiency incentives that are in the form of loans are not required but simply an option for applicants.

You will be evaluated on the extent to which your narrative provides a sound and reasonable approach to delivering incentives for your proposed energy efficiency work, including the documentation and justification of these costs.

The incentives strategy should include the following:

- Identify who is responsible for establishing, administering and overseeing this aspect of the program.
- If applicable, describe how the recapture of deferred/ forgivable loan funds to owners of assisted units will occur if recipients fail to comply with any terms and conditions of the financing arrangement.

5. ACHIEVING RESULTS AND PROGRAM EVALUATION

The following information related to criterion 5 should be included in the application narrative.

A. BENCHMARKING AND ASSESSING ACCOMPLISHMENTS

I. IDENTIFYING KEY DELIVERABLES AND BENCHMARKS

Describe the project goals and the activities proposed to achieve these goals. Performance indicators must be objectively quantifiable and measure actual achievements against anticipated achievements. The activities and associated targets per quarter in the table below represent benchmarks against which your progress will be reported and measured each quarter. You must complete and submit the Benchmark Performance Standards Table, as displayed below, with your narrative based on the project goals established. When completing the Benchmarks Table, use cumulative (not incremental) numbering.

EXAMPLE

EXAMPLE													
Activity by Quarter	Year 1				Year 2				Year 3				TOTAL
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
kWh Saved													
MMBTU Saved													
Units Enrolled													
EE Audits													
EE Interventions													

II. MONITORING KEY DELIVERABLES AND BENCHMARKS

Identify the procedures that will be followed to monitor and make adjustments to improve performance if benchmarks are not met within established timeframes.

Provide a description of the tools and methods you will use to assess progress and track performance in meeting the goals and objectives outlined in the work plan. You must provide assurances that work plans and performance measures developed for the program will assist intended participants, and that work will be conducted in a timely

and cost-effective manner. This evaluation must explore how well the technical strategy meets the conditions and needs found in the Delmarva Target Area.

B. EVALUATION, MEASUREMENT, AND VERIFICATION

I. DATA COLLECTION, STORAGE AND REPORTING

Provide a description for effective data collection, data storage and energy savings calculation methods, and quarterly data reporting. All energy efficiency program data must be integrated into the Delaware State Energy Efficiency Data System.

II. THIRD-PARTY EM&V (TRACK I APPLICATIONS ONLY)

Awarded grantees are required to budget for an EEAC recommended third party energy efficiency evaluation, measurement, and verification (“EM&V”) services. EM&V services must be made in accordance with all EEAC EM&V standards and regulations. When preparing the budget, you must document the total percentage of EM&V costs requested for the program.

Primary goals of the third party EM&V services include:

- Provide verification of estimated energy program electric and gas savings through project documentation inspections, review and verification of energy savings calculations, and/or project site inspections;
- Recommend improvements to data collection, data storage, and energy savings calculation methods;
- Recommend improvements to the design and implementation of existing energy programs; and,
- Provide guidance to on best practices regarding energy savings estimates, as well as data reporting

6. BONUS

The EEAC Low-Income Working Group encourages applicants for funding to undertake

programs and projects that contribute to the EEAC's Priorities. Applicants that undertake activities that achieve specific EEAC cost-effectiveness goals and non-energy benefits listed below are eligible to receive priority points in the rating of their application.

A. ALIGNMENT WITH EEAC COST-EFFECTIVENESS GOALS AND NON-ENERGY BENEFITS:

The primary goal of the EEAC is to support the development of cost-effective energy efficiency programs. With oversight and support of the EEAC, Delaware utilities are directed to implement cost-effective energy efficiency programs.

Provide a description about how your energy efficiency program will support Delmarva Power utility in developing cost-effective program(s) that may be supported by the utility after completion of this grant.

Describe the exact energy efficiency measures and associated energy and societal (health, climate, economic development, jobs, etc.) benefits that your energy efficiency program will be implementing. Individual cost-effective measure suggestions and the energy efficiency measures associated energy savings values can be found in Delaware's and the Mid-Atlantic Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at: <http://www.dnrec.delaware.gov/energy/information/otherinfo/Documents/EEAC/DE%20TRM%20complete%202016.pdf>

SECTION V: AWARD ADMINISTRATION INFORMATION

A. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

The award date for grants will be approximately 120 days from the grant application due date.

B. AWARD NOTICES

The final grant award is subject to approval by the Delaware Public Service Commission (PSC). Following the evaluation process the EEAC Low-Income Working Group will provide program recommendation(s) to the EEAC. EEAC recommendation(s) will be made with a majority vote. Once approved by the EEAC, a final approval vote will be made by the Delaware Public Service Commission.

The EEAC will notify applicants of approved grant proposals in writing. Applicants will then execute a written contract. No applicant will acquire any legal or equitable rights or privileges until they have been notified by the EEAC and the contract has been fully executed.

C. ADMINISTRATIVE/ POLICY REQUIREMENTS

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful grant applicant will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this grant award. The reported data elements shall include but not be limited to; name of project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov).

D. REPORTING/ GRANTEE PAYMENT

1. STATUS REPORTING

One of the primary goals in administering this grant is to keep accurate records regarding the

actual value/usage of the funds. The selected grant applicant will be required to lead and/or participate in status meetings and submit monthly, quarterly and yearly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

2. GRANTEE PAYMENT

Payment process will be determined individually for each successful application during the contract making process.

SECTION VI: GUIDANCE DESIGNATED CONTACT

All requests, questions, or other communications about this Guidance shall be made in writing to the Grant Manager. Address all communications to the person listed below; communications made to other Grant Manager and EEAC members or personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the grant applicant. Grant applicants should rely only on written statements issued by the Guidance designated contact.

Grant Manager Contact Information [HERE](#)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is preferred, but other forms of delivery, such as postal and courier services may also be used.

EEAC may retain consultants or legal counsel to assist in the review and evaluation of all applicants' responses.

SECTION VII: APPENDIX

APPENDIX A: BUDGET WORKSHEET

Grant Application Detailed Budget Worksheet

Name and Address of Applicant:	

Detailed Description of Budget (for full grant period)					
Category	Estimated Hours	Rate per Hour	Estimated Cost	Settlement Share	Applicant Leverage
1. Personnel (Direct Labor)					
Position or Individual					
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total Direct Labor Cost			\$0	\$0	\$0
2. Fringe Benefits		Base	Estimated Cost		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total Fringe Benefits Cost			\$0	\$0	\$0
3. Travel					
3a. Transportation - Local Private Vehicle	Mileage	Rate per Mile	Estimated Cost	Settlement Share	Applicant Leverage
			\$0		
			\$0		

Attachment D

Initial Guidance Document

Community-Scale Projects

**Low-Income Energy Efficiency Program:
A Project of the Delmarva Settlement Fund**

**COMMUNITY-BASED
ENERGY EFFICIENCY PROGRAM**

**GRANT PROGRAM APPLICATION
GUIDANCE DOCUMENT**

Issue Date: TBD
V1.0; 2017-05-08

SECTION I: FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION

PURPOSE

The Grant Manager organization secured funding from Delmarva Power & Light to implement a community-based grants initiative that has the goal of supporting community-based entities and initiatives that provide energy efficiency opportunities for low-income Delmarva customers. The Grant Manager organization is seeking applications from entities that serve low-income communities and can develop and manage a program that helps low-income households increase their energy efficiency. The primary goals of the program are:

- Increase energy efficiency of low-income Delaware households in Delmarva territory
- Contribute to statewide electric and gas energy savings
- Engage with and inform low-income Delaware households about the benefits of energy efficiency
- Fill a low-income energy efficiency program gap that is not already being addressed
- Support programs that address energy efficiency issues in low-income communities by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons.

SECTION II: AWARD INFORMATION

AVAILABLE FUNDS

The Maximum award amount is \$30,000. There is no minimum award amount.

NUMBER OF AWARDS

The Review Committee aims to award as many grants as feasible.

PERIOD OF PERFORMANCE

All grant proposals must be completed within in a maximum time of two years.

ELIGIBLE APPLICANTS

Entities/ initiatives that are licensed to conduct business in the State of Delaware or an entity/ initiative that has a fiscal sponsored licensed to conduct business in the State of Delaware

SECTION III: APPLICATION AND SUBMISSION INFORMATION

CONTENT OF APPLICATION

All submitted applications should contain the sections listed below.

- Cover Letter
- Proposal Narrative
- Budget
- Budget Narrative
- Attachments

COVER LETTER

A Cover Letter is required for this application. Requirements for the Cover Letter include:

- 1-page maximum

Include a one page cover letter on letterhead signed by the chief executive, or most senior program staff person responsible for the grant activity. The cover letter should include:

- Name of the organization and project (if applicable)
- Dollar amount requested
- Time period of the grant activity
- The purpose of the request
- Explain how your proposal fits with the Low-Income Energy Efficiency fund mission and priorities
- Contact person's name, title, daytime telephone number, and email address

PROPOSAL NARRATIVE

Requirements for the Narrative include:

- A maximum of 10 numbered pages. (This does not include the Budget, Budget Narrative and any Attachments)
- The Narrative must be typed on Letter sized paper, 8-1/2 x 11 inches
- The Narrative font must be 12-point (minimum) Times New Roman font
- The Narrative must be at least 1 inch margins on all sides

The proposal narrative provides an opportunity to describe your organization and what will be accomplished with the low-income energy efficiency funding. Consider limiting Organizational Background to two paragraphs and provide greater detail in Purpose of Request.

SUMMARY HEADING

- Organization Name:
- Amount Requested:
- Activity Start/End Dates:
- EIN/Federal Tax Number of Fiscal Agency:

ORGANIZATIONAL BACKGROUND

- State your mission.
- Summarize your organization's history.
- Outline current programs and activities.
- If you work with a fiscal agent, or are an affiliate of another organization, describe the relationship.
- Describe Qualifications of your Organization and Staff.
- Describe experience delivering low-income energy efficiency programs

STATEMENT OF NEED

- Describe the size and severity of the low-income energy efficiency need.
- Provide the location and demographic information for the population benefiting.

PURPOSE OF REQUEST

- Describe how things will be different if the project is successful and how you plan to get to that successful outcome.
- Identify the tasks you plan to complete that illustrate how the work will be accomplished. Be sure to include a description of the low-income energy efficiency tasks.
- Describe who will be served and how they will benefit, including age, race, ethnicity or other relevant characteristics.
- Name where the services are provided, including type of facilities or specific locations.
- For ongoing work, provide context about when activities will occur during the period of the grant, including frequency of activity and number of participants. For new projects, provide a timeline for implementation.
- Briefly describe who will get the work done – staff/volunteer descriptions. If specific expertise or credentials are needed, consider attaching staff biographies or resumes.
- Report your organization's relationship to other low-income energy efficiency community efforts and how you are cooperating with other organizations or projects working in the field. If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.
- State the reasons your organization chose this approach to address the need. For new programs, describe how the program model was developed with supporting research or evidence of effectiveness of the model, if available. For ongoing activities describe your past success. Use an appendix, if necessary, for extra information such as detailed results of a program you are replicating.

ANTICIPATED RESULTS AND LEARNING

- For general operating support requests, describe how your organization will assess its overall success and effectiveness during the grant period.
- Include specific output and outcome measures that you plan to collect, and how those measures will be used to determine if the organization or program/project was successful.
- Identify the tools you will use to learn from or evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)
- Explain how you will incorporate learning from evaluation to either improve your activities or inform the work of others.
- If this is an existing activity, describe current methods of evaluation and provide data on past performance, including numbers served and client outcomes in the past year (or the most recent period for which data is available).
- If an external evaluation will be conducted, detail who is conducting the evaluation and their scope of work.

STEWARDSHIP AND SUSTAINABILITY

- Indicate any specific plans for sharing lessons learned from your activities.
- Specify plans for funding the organization or project at the end of the grant period. List additional funding sources or strategies that are being developed.
- Beyond financing, suggest what will be the long lasting outcomes or mechanisms by which the change is sustained.

BUDGET

Included in this Guidance Document is a Budget Worksheet. All applications must complete the attached budget worksheet.

Funding Restrictions- You may not use grant funds for any of the following activities:

- Purchase of real estate property
- Demolition of housing units or detached buildings
- Replacement of existing community resources dedicated to an on-going project

BUDGET NARRATIVE

The Budget Narrative section allows applicants to describe what they are going to use the budget for in written detail. Requirements for the Budget Narrative include:

- No page limit
- The Budget Narrative must be typed on Letter sized paper, 8-1/2 x 11 inches
- The Budget Narrative font must be 12-point (minimum) Times New Roman font

- The Budget Narrative must be at least 1 inch margins on all sides

The budget narrative explains the numbers in the budget and what assumptions underlie the budget. All budgets must include both revenue and expenses. The budget should be for the same time period as the activity for which you seek grant support.

ATTACHMENTS

Additional materials may be included in your application package. These attachments should directly support the Narrative and should be clearly marked the specific Narrative question it is supporting. There is no page limit for attachments.

Suggested attachments may include the following:

- Resumes or Bios of key project staff
- A copy of the organization's or fiscal agency current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.
- List of board members, roles and affiliations.
- If this request includes partner organizations, provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.
- Letters of support, recent media articles. Please use discretion in limiting additional attachments

KEY APPLICATION DATES, TIMES AND PROCESS

GRANT APPLICATION DUE DATE

There is no grant application due date. Applications will be accepted on a rolling basis.

HOW TO SUBMIT YOUR APPLICATION

All grant applications must be emailed to (insert email address)

SECTION V: AWARD ADMINISTRATION INFORMATION

ANTICIPATED ANNOUNCEMENT AND AWARD DATES

Award notifications for grants will be made in writing approximately 45 days from the grant application due date.

REPORTING/ GRANTEE PAYMENT

One of the primary goals of this grant is to keep accurate records regarding the actual value/usage of the funds. The selected grant applicant will be required to lead and/or participate in status meetings and submit monthly, quarterly and yearly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

GRANTEE PAYMENT

Selected grantees will receive funding installments on an annual basis. For example, if a grantee is completing a program in one year then there will be one funding installment. If the project is completed over a two year period, then there will be two annual installments.

SECTION VI: CONTACT INFORMATION

All requests, questions, or other communications about this Guidance shall be made in writing to XX Organization. Address all communications to the person listed below; Grant applicants should rely only on written statements issued by the Guidance designated contact.

Insert Contact Information

ADDENDUM: BUDGET WORKSHEET

Project Budget (budget needed to complete the proposed project)		
Funding Year _____		
PROJECTED SOURCES OF SUPPORT		
Source		Amount
Government Contracts & Grants		
Foundations		
Corporations		
United Way or other Federated Campaigns		
Individual Contributions		
Fundraising Events		
Membership Income		
Investment Income		
Endowed Income		
Earned Income		
Other (Specify)		
Total Income		\$ -
PROJECTED EXPENSES		
Item		Amount
Salaries & Wages		
Employee Related Expenses		
Consultants & Professional Fees		
Subcontractors		
Employee Education & Training		
Travel/Transportation		
Equipment		
Supplies		
Printing/Copying		
Telephone/Fax		
Postage & Delivery		
Rent & Utilities		
Insurance		
Depreciation		
Other(Specify)		
Total Expenses		\$ -
Difference (Income less Expenses)		\$ -
I certify that the above information is true to the best of my knowledge.		
Name _____	Title _____	Date: _____

Attachment E

RFP: Low-Income Settlement Fund Manager

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
FUND AND GRANTS MANAGER: DELMARVA POWER & LIGHT LOW-INCOME
SETTLEMENT FUNDS
CONTRACT NUMBER - TBD**

I. Overview

The State of Delaware, Department of Natural Resources and Environmental Control (DNREC), Division of Energy and Climate (DEC), seeks professional services to manage and distribute funds through a grants making process that deliver energy efficiency resources to low-income Delaware residents. Funds have been made available through a merger settlement agreement between Exelon Corporation and Delmarva Power & Light. This request for proposals ("RFP") is issued pursuant to 29 *Del. C.* §§ [6981 and 6982](#).

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: TBD
Deadline for Questions	Date: TBD
Response to Questions Posted by:	Date: TBD
Deadline for Receipt of Proposals	Date: TBD at 1:00 PM (Local Time)
Estimated Notification of Award	Date: TBD

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm/ organization's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3). Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

MANDATORY PREBID MEETING

A mandatory pre-bid meeting has not been established for this Request for Proposal.

II. Scope of Services

Overview

On June 2, 2015 and November 1, 2016, the Delaware Public Service Commission (PSC) adopted orders approving the merger of Delmarva Power & Light and Exelon Corporation ("Delmarva") and the Amended Settlement Agreement (PSC Docket No. 14-193). Provisions resulting from the Amended Settlement Agreement (Settlement) allocated funds to a low-income customer energy efficiency program for Delmarva Power customers. These funds will be distributed through a competitive grant process to support capable organizations in delivering energy efficiency programs to low-income ratepayers located in Delmarva's Delaware service territory.

The primary goal of these funds is to accomplish the following:

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- Increase the energy efficiency of low-income Delaware households that contribute to statewide electric and gas savings.
- Engage with and inform low-income Delaware households about the benefits of energy efficiency.
- Develop a comprehensive community-based approach to address energy efficiency issues in low-income housing by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons.

The Delaware Energy Efficiency Advisory Council (EEAC) via the EEAC's Low-Income Working Committee has been charged with organizing the deployment of these one-time low-income settlement funds. Total low-income settlement funds equal \$4,000,000.

Background

The EEAC Low-Income Working Committee's method for distributing low-income settlement funds is to procure a fund and grants making manager ("Manager") that will oversee a competitive grant making process to distribute low-income energy efficiency funds.

Scope of Work

With direct guidance from the EEAC and the EEAC Low-Income Working Group, the Manager will distribute all low-income settlement funds through a grant making process that serves both a large-scale low-income energy efficiency grant program(s) as well as a small-scale community-based low-income energy efficiency grant program(s). The Manager will also be responsible for managing the performance of all grantees of the grant making process.

Delmarva Settlement funds are intended to be eligible for as diverse a set of low-income programs as possible. The large-scale energy efficiency grant program will be structured in a similar way to large-scale low-income energy efficiency programs established around the country (e.g. Weatherization Assistance Programs, low-income energy efficiency retrofit programs, behavior programs, etc.). These programs have the capacity to serve a large number of households over a large geographic area. The community-based program will support small-scale energy efficiency programs/ projects that serve specific geographic areas in Delaware. The Manager will oversee the grant making and implementation performance processes for both the large-scale and community-based grant program. Each program will have a separate pre-determined amount of funds for both the large-scale and community-based programs.

The selected Manager's responsibilities include the following:

1. **Ensuring all goals are met and tasks are accomplished:** As a result, all parties of the Delmarva Settlement to meet their low-income program objectives and duties as required by the Settlement Agreement: PSC Docket No. 14-193 (Appendix B).
2. **Coordinating among critical energy efficiency agencies:** This includes participation in the statewide or jurisdiction-wide energy efficiency goals and objectives set by the EEAC.

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3. **Engaging community residents and community-based non-profit organizations:** Individuals and community-based non-profits directly serving low-income communities must be involved in your grant program's activities. For example, these activities may include community outreach, education, marketing, program assessment, and program advisory activities.
4. **Establishing a Special Purpose Fund:** The Manager will have the capacity and experience with setting up and managing a special purpose fund. A Delmarva Power Settlement special purpose fund will be established and restricted to projects that deliver energy efficiency programs and services to low-income Delaware residents.
5. **Establishing a Low-Income Grant Application Review Committee(s):** The Manager will work with the EEAC to establish clear guidelines for the recruitment and support of Grant Application Review Committee membership. Membership of the Grant Application Review Committee must include EEAC representation and may be structured into two separate review committees for the large-scale and community-based programs.
6. **Developing and implementing a grant application proposal process for large-scale and community-based grant program:** This includes grant program application development, program marketing, establishing grant application review criteria and processes, and awarding grantees. The EEAC Low-Income Working Committee has created example applications for the large-scale and community-based applications and represents the expectations for the level of detail expected by grant applicant. (See appendix C and appendix D)
7. **Developing and implementing a grant application outreach strategy to potential grant applicants:** The Manager must ensure that outreach efforts must be culturally sensitive, targeted, and linguistically appropriate.
8. **Grant Administration:** The Manager will assume all grantee administrative responsibilities and includes grantee contracting, reporting, and accounting.
9. **Establishing grantee quality assurance/ quality controls:** This includes monitoring grantees to ensure work performed is of standard quality and in compliance with work specifications, applicable industry standards, and acceptable federal/state/local regulations. Managers will also be responsible for managing oversight of grantee budgets.
10. **Data collection and storage oversight:** Ensure that all grantees have acceptable data collection and storage systems and can be applied to the Delaware statewide database.
11. **Programs Evaluation, monitoring, and verification (EM&V):** Establish an energy efficiency EM&V process that tracks and monitors the energy efficiency performance of all grantees. Please note that large-scale grantees will be required to hire an EEAC recommended third-party energy efficiency evaluator (See appendix C for a description of large-scale evaluation requirements).
12. **Performance Goals:** The Manager will propose all program goals and associated activities. Performance goals must be objectively quantifiable and measure actual achievements against anticipated achievements. Performance goal reporting will be completed on a quarterly basis.
13. **Reporting:** Provide an annual report to the EEAC on the fund and program's progress and performance.
14. **Leveraging Resources:** The Manager will identify and seek additional community and private sector funds that can be combined with the low-income Settlement Fund program funds to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support.

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Other Bidder Requirements

The selected Manager's qualifications should include:

1. A team of professionals with
2. Demonstrated technical expertise, including experience in
3. Demonstrated knowledge and understanding of energy efficiency, fund management, grant making, and program implementation oversight.

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

A. Minimum Requirements

1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work. Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.
2. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
3. Complete all appropriate attachments and forms as identified within the RFP.
4. Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than as identified in the bid solicitation, Section D, Item 7, subsection e.
5. Provide response to Employing Delawareans Report (Attachment 9)

B. General Evaluation Requirements

1. Respondent's ability to perform services listed in the Scope of Work as demonstrated by staff qualifications, relevant expertise, and experience.
2. Hourly rates, costs, and other information provided in the financial proposal.
3. Quality of the proposal and its responsiveness to the RFP.
4. Extent of relevant experience in Delaware.
5. Capacity to meet requirements.

IV. Professional Services RFP Administrative Information

A. RFP Issuance

1. Public Notice

Public notice has been provided in accordance with 29 *Del. C.* [§6981](#).

2. Obtaining Copies of the RFP

This RFP is available in electronic form through the State of Delaware Procurement website at www.bids.delaware.gov . Paper copies of this RFP will not be available.

3. Assistance to Vendors with a Disability

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more

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information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

4. RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

**ED SYNOSKI
DIVISION OF ENERGY AND CLIMATE
100 West Water Street, Suite 5a
DOVER, DE 19904**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

5. Consultants and Legal Counsel

The State of Delaware may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact the State's consultant or legal counsel on any matter related to the RFP.

6. Contact with State Employees

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

7. Organizations Ineligible to Bid

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

8. Exclusions

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

- a. Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract:
- b. Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor:
- c. Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes:

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- d. Has violated contract provisions such as;
 - 1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e. Has violated ethical standards set out in law or regulation; and
- f. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

B. RFP Submissions

1. Acknowledgement of Understanding of Terms

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with six (6) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **1:00 PM (Local Time) on TBD**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**ED SYNOSKI
DIVISION OF ENERGY AND CLIMATE
100 West Water Street, Suite 5a
DOVER, DE 19904**

Vendors are directed to clearly print “BID ENCLOSED” and “CONTRACT NO. NAT-14-100-EEAC” on the outside of the bid submission package.

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **1:00 PM (Local Time) on TBD**. Any proposal received after this date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

3. Proposal Modifications